



Durisol Ltd.
70 Frid Street, Suite 1
Hamilton, ON
Canada L8P 4M4

Tel: 905-521-0999
Fax: 905-521-8658

info@durisol.com

Project Coordinator – Hamilton, ON

Durisol Noise Barrier Systems is the market leader in the noise barrier and retaining wall industry. Our company designs and supply of materials for proprietary noise and retaining wall systems – including Durisol precast absorptive noise barrier panels, transparent noise barriers, fire-rated barriers, narrow footprint retaining walls and MSE retaining walls. We perform all duties associated with our jobs, including sales, engineering/design, manufacturing, and construction support.

Job Description

We are seeking an experienced Project Coordinator to join our Hamilton office team. The desired candidate should be a Civil Technology/Construction Management Program graduate or someone with relevant construction industry/precast experience is preferred.

Job Requirements

- Ensure client's needs are met in a timely, cost effective, customer service-oriented manner
- Assist project management team in managing a construction project's process and procedures
- Manage and coordinate project due dates
- Manage communication regarding approaching project deadlines for material pricing
- Assist with challenges in the field during system installation per Project Managers direction
- Obtain project close out documents as required
- Keep project management and operations department informed about project status updates and issues that may impact client/fabricator relations
- Coordination and modification of schedule
- Maintain construction project files
- Other duties as assigned

Qualifications

- 1-3 years of experience in construction or manufacturing environment
- Civil Technology/Construction Management Program graduate or relevant construction industry/precast experience is preferred
- Organized and results oriented with a sense of urgency
- Strong communication skills and effective problem-solving skills
- Demonstrated time management, scheduling, and negotiations skills
- Proficient with MS Office applications such as Excel, Word, Outlook etc.
- Able to multi-task and sustain productivity over long hours in a fast-paced environment

Durisol Ltd. is committed to meeting the accessibility needs of persons with disabilities in an effective and timely manner in accordance with the applicable standards set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. We foster an inclusive organizational culture as an Equal Opportunity Employer.

Please send applications to: hr@durisol.com